

SAN PEDRO PROPERTY OWNERS ALLIANCE BOARD OF DIRECTORS MEETING

MEETING MINUTES

September 24, 2008

**Meeting Location: Crowne Plaza Hotel
601 S. Palos Verdes Street
San Pedro, CA 90731**

1. CALL TO ORDER – Eric Eisenberg, President 9:00 AM

The meeting was called to order by President Eisenberg at 9:05 AM.

2. INTERIM BOARD -
Eric Eisenberg, President
Jayme Wilson, Vice President / Secretary
Alan Johnson, Treasurer
Camilla Townsend, Chamber of Commerce, Board Member
Ralph Hicks, Port of Los Angeles, Board Member
Lauren Cohen, Galaxy Commercial Holding, Board Member
Anthony Bilas, Board Member

***In attendance: Board Members – Eisenberg, Wilson, Johnson, Townsend,
Hicks, Cohen***

Excused absences – Bilas

Staff – Duckworth

Guests – See Supplemental Sign-in Sheet

President Eisenberg reported that Board Member Bilas requested a temporary medical leave from Board attendance. After discussion, motion: Wilson. 2nd Johnson. “SPPOA Board of Directors approves the Minutes of its August 21, 2008 (record only), August 28, 2008, September 18, 2008 Board Meetings as presented.” Approved unanimously.

3. APPROVAL OF MINUTES
- August 25, 2008

President Eisenberg ordered consideration of the referenced Meeting Minutes continued to the next meeting.

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4. PUBLIC COMMENTS

This opportunity is reserved for any public comments to the Board pursuant to the Brown Act with the understanding that no action may be taken, nor discussion conducted on un-agendized subjects. It is the Board's policy that persons in the audience may also address the Board in connection with any particular agenda item during the public comment period. As provided by the Brown Act, each individual's speaking time shall be limited to three minutes. Anyone desiring to speak during the public comment period must complete a speaker card and submit it to the Chair prior to the start of the meeting.

5. EXECUTIVE DIRECTOR'S REPORT

A. Overview Discussion of Future PBID Approval Milestones

- i. BID Ordinance #180015 Effective Date is 8/16/08; BID Administration Contract Effective Date is 9/1/08
- ii. Contract With City & SPPOA for PBID Administration
--status: has been submitted to City Clerk's Office for execution
- iii. Insurance Coverage
--status: documents have been executed & 25% premium submitted to bind coverage
- iv. SPPOA Bylaws Adoption
--status: adopted by Interim Board 8/12/08
- v. Budget / Assessment Advance of 2008 Assessments = \$81,250
--advance has been requested
- vi. Letters to MBID participants & All PBID Stakeholders
--have been mailed

Interim Executive Director Duckworth presented the above milestones of BID implementation for the Board's and public's information. After a property owner vote of 78% in support and 22% against, San Pedro's BID ordinance was adopted by the Los Angeles City Council to be effective on August 16. The Agreement with the City for BID administration was effective September 1. A general discussion was held about these action points. No SSPOA Board action was taken.

6. NEW BUSINESS

A. Review, Discussion, & Ratification of the following documents / historical actions:

- i. SPPOA Bylaws and Authorization for Vice President / Secretary to Execute
- ii. Ratification of Interim Board Members
- iii. Proposed Standard Form Agreement With City of Los Angeles for BID Administration and Authorization for President, Vice President / Secretary, and Interim Executive Director to Execute

- iv. Approval of SPPOA Insurance Quote From Insurance West and Authorization for President and Interim Executive Director to Execute Documents Needed for Implementation
- v. Approval for Start-Up Loan NTE \$5,000 for Binding of Insurance to be Repaid Upon Receipt of City Assessment Funds Advance and Authorization for President and Interim Executive Director to Execute Documents Needed for Implementation
- vi. Request / Invoice of Assessment Advance From Office of City Clerk
- vii. Agreement for Office Space & Services with Chamber of Commerce and Authorization for Interim Executive Director to Execute Documents Needed for Implementation
- viii. Agreement for Professional BID Implementation Services with Duckworth Consulting and Authorization for President Execute Letter Agreement

Interim Executive Director Duckworth presented a history of the above items including the PBID formation group's and SPPOA Board's previous actions on them. Even though all of the above items have been appropriately adopted, Duckworth recommended that the SPPOA review, reconsider, discuss, and ratify all of these items in this first formal SPPOA Board Meeting under the Agreement with the City of Los Angeles. Such an open meeting action best allows for public participation.

After discussion, questions, answers, and comments: Motion: Wilson; 2nd: Cohen. "The SPPOA Board of Directors hereby ratifies the following actions:

- i. SPPOA Bylaws dated August 12, 2008;***
- ii. Interim Board as listed on the September 24, 2008 SPPOA Board of Director's Meeting;***
- iii. The proposed standard form Agreement between the City and SPPOA for BID administration of the San Pedro Historic Waterfront District;***
- iv. Insurance quote as provided by Insurance West and payment of 25% premium to bind coverage;***
- v. Start-up loan NTE \$5,000.00 from Eric Eisenberg to be repaid upon receipt of City assessment funds advance;***
- vi. Request / invoice of assessment advance from Office of the City Clerk;***
- vii. Agreement for office space and services from Chamber of Commerce;***
- viii. Agreement for professional BID implementation services with Duckworth Consulting dated September 9, 2008.***

And, in addition, that the SPPOA Board of Directors authorizes the SPPOA President, Vice President / Secretary, and/or Interim Executive Director to execute such documents as necessary to effectuate these actions.”

Under discussion, President Eisenberg recognized S. Mardesich who asked questions about the compensation and terms of employment for the Interim Executive Director. President Eisenberg directed the speaker to the full SPPOA Board packet at the back of the room containing a complete copy of the Interim Director’s employment agreement and a SPPOA Board Report discussing it.

Approved unanimously.

B. Review, Discussion, & Possible Approval of Security Services RFP

Interim Executive Director Duckworth presented the proposed request for proposals (RFP) to provide security services to the Historic Waterfront District. In preparing this document he was directed by the SPPOA Board Member’s desire to have services “on the ground” and providing benefits to BID stakeholders as soon as possible after its effective date. The SPPOA Board had spent a great deal of time before the BID’s effective date in study sessions that analyzed alternative security service approaches and in meeting with representatives from other business districts about their experiences. The proposed RFP reflected the Board Member’s thinking and Duckworth described its provisions on a page by page basis.

Various Board Members asked questions, offered comments expressed their opinions about the crucial need for additional security in the BID area.

President Eisenberg recognized Liz Schindler who asked about the uniform that the BID Security Patrol would wear.

President Eisenberg recognized Gordon Teuber who expressed his opinion about the BID security services.

President Eisenberg recognized Rori Roje who wanted to see statistics on the effectiveness of BID security in other area.

President Eisenberg recognized Linda Jackson, a BID property owner who described drug sales, homeless problems, and the need for additional lighting in the alley behind her property. BID Security would need to be able to address these problems, she said.

After additional discussion, Motion: Wilson; 2nd: Johnson. "The SPPOA Board of Directors approves the proposed RFP for BID security services and authorizes the Executive Director to solicit possible service providers to the end that such services can be implemented as soon as possible. The Executive Director will work with an Ad Hoc Sub-Committee of the Board composed of Eisenberg, Wilson, and Cohen to review security proposals and return with a recommendation to the Board at their December meeting." Unanimously approved.

- C. Consideration of Proposed BID Area Promotional Cooperative Agreement for Dia de los Muretos (NTE \$800)

President Eisenberg introduced BID stakeholder Nancy Scott who requested the SPPOA provide \$800 in funding support for the Dia De Los Muertos celebration that will take place in the downtown San Pedro area on November 1.

President Eisenberg said that he felt that this event was worthy of the BID's support.

Motion: Johnson; 2nd: Cohen. "The SPPOA Board of Directors hereby approves a grant of not to exceed \$800 to Nancy Scott's group to facilitate their Dia De Los Meurtos celebration." Unanimously approved.

7. ITEMS FROM BOARD MEMBERS

None.

8. NEXT MEETING – November 5, 2008

President Eisenberg noted that future SPPOA Board Meetings would be held at City Hall in Room #452.

9. ADJOURNMENT

12:00 Noon

President Eisenberg adjourned the meeting at 10:00 AM.